

Schedule 12 - Communications Records

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Introduction

The principal records documenting communication functions include messenger service data; telecommunications service control and operational records; long distance telephone reports; postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; copies of penalty mail reports; and records relating to private delivery service, such as the United Parcel Service (UPS).

This schedule covers communications records wherever located in the Bureau of Land Management (BLM). Item 4, telephone use records, has been reserved pending development of disposition standards acceptable to both the General Services Administration (GSA) and the General Accounting Office (GAO). Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) for appraisal before applying the disposition instructions in this schedule.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by the BLM in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

Item	Record Series Description		Disposition Authority
1	MESSENGER SERVICE FILES [1542]. Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records. Confidentiality: Non-public record category 3. Location: All.		TEMPORARY. Destroy when 2 months old. GRS 12/1.
2	COMMUNICATION GENERAL FILES [1290]. Forms: SF-145, 145b. Confidentiality: Non-public record category 3. Location: All. Exclusions: Radio frequency authorizations and logs (item 9).		
	a.	Correspondence and Related Records pertaining to internal administration and operation.	TEMPORARY. Destroy when 2 years old. GRS 12/2a.
	b.	Telecommunications General Files. Including plans, reports, and other records re. equipment requests, telephone service, and like matters.	TEMPORARY. Destroy when 3 years old. GRS 12/2b.
	c.	Telecommunications Statistical Reports. Including cost and volume data.	TEMPORARY. Destroy when 1 year old. GRS 12/2c.
	d.	Telecommunications Voucher Files.	
	(1)	Telecommunications Vouchers, Bills, Invoices. Reference copies and related records.	TEMPORARY. Destroy when 1 year old. GRS 12/2d(1).
	(2)	Telecommunications Installation, Change, Removal, and Servicing of Equipment Files. Forms: SF-145.	TEMPORARY. Destroy when 3 years old or 1 year after audit, whichever is sooner. GRS 12/2d(2).

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Item	Record Series Description		Disposition Authority
	e.	Telecommunications Services Agreements Case Files. Copies of agreement documents with background data and other records re. agreements for telecommunications services. Also called Telecommunications Site Agreement Case Files.	TEMPORARY. Destroy 2 years after expiration or cancellation of agreement. GRS 12/2e.
3	TELECOMMUNICATIONS OPERATIONAL FILES [1290]. Forms: SF-14; OF-151, 152, 153, 187, 191. Confidentiality: Non-public record category 3. Location: All. Exclusions: Radio frequency authorizations and logs (item 11). Electronic files and databases created to supplement or replace the records covered by this item are not authorized for disposal under the GRS (submit SF-115 to NARA).		
	a.	Telecommunications Message Registers, Logs, Performance Reports, Daily Load Reports. And related or similar records.	TEMPORARY. Destroy when 6 months old. GRS 12/3a.
	b.	Telecommunications Incoming/Outgoing Messages. Copies of incoming and original copies of outgoing messages maintained by communications offices or centers. Exclusions: copies maintained by the originating program office.	TEMPORARY. Destroy when 2 years old. GRS 12/3b.
4	TELEPHONE USE (CALL DETAIL) RECORDS [1293]. Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions and electronic mail) during a specified period provided by a telephone company, GSA, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical or investigative follow-up. Included are originating number, destination number, destination city and state, date and time of use, duration of the use and the estimated or actual cost of the use. Confidentiality: Non- public record category 3; Privacy Act System Interior/OS-58. Exclusions: records accumulated in connection with substantive investigations and audits (Schedule 22/4, or 6/1), toll tickets (Schedule 3/10). Location: All.		TEMPORARY. Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records. GRS 12/4.

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Item	Record Series Description		Disposition Authority
5	POST OFFICE AND PRIVATE MAIL COMPANY FILES [1542]. Post Office and private mail company (such as UPS and Federal Express) forms and supporting papers. Exclusions: records held by the USPS. Confidentiality: Non-public record category 3. Location: All.		
	a.	Mail-Special Services. Records re. incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.	TEMPORARY. Destroy when 1 year old. GRS 12/5a.
	b.	Mail-Declared Value. Application for registration and certification of declared value mail.	TEMPORARY. Destroy when 1 year old. GRS 12/5b.
	c.	Mail-Improper Treatment. Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	TEMPORARY. Destroy when 1 year old. GRS 12/5c.
6	MAIL AND DELIVERY SERVICE CONTROL FILES [1542]. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-58. Location: All.		
	a.	Mail-Private Delivery. Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as UPS. Exclusions: Both those covered by item 5 and those used as indexes to correspondence files.	TEMPORARY. Destroy when 1 year old. GRS 12/6a.
	b.	Postage Reports. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	TEMPORARY. Destroy when 6 months old. GRS 12/6b.
	c.	Stamp Requisitions. Requisitions for stamps, exclusive of copies used as supporting documents to payment vouchers.	TEMPORARY. Destroy when 6 months old. GRS 12/6c.
	d.	Mail Handling Reports. Statistical reports and data re. handling of mail and volume of work performed.	TEMPORARY. Destroy when 1 year old. GRS 12/6d.
	e.	Mail Remittances. Records re. checks, cash, stamps, money orders, or any other valuables remitted to BLM by mail.	TEMPORARY. Destroy when 1 year old. GRS 12/6e.
	f.	Official Mail and Messenger Service Receipts. Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	TEMPORARY. Destroy when 6 months old. GRS 12/6f.
	g.	General Files. General files including correspondence, memoranda, directives, and guides re. the administration of mail room operations.	TEMPORARY. Destroy when 1 year old or when superseded or obsolete, whichever is applicable. GRS 12/6g.

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Item	Record Series Description		Disposition Authority
	h.	Mail Locator Cards, Directories, Indexes and other records re. mail delivery to individuals.	TEMPORARY. Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable. GRS 12/6h.
7	METERED MAIL FILES [1542]. Official metered mail reports and all related papers. Confidentiality: Non-public record category 3. Location: WO.		TEMPORARY. Destroy when 6 years old. GRS 12/7.
8	POSTAL IRREGULARITIES FILES [1542]. Memoranda, correspondence, reports and other records re. irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail. Confidentiality: Non-public record category 3. Location: All.		TEMPORARY. Destroy 3 years after completion of investigation. GRS 12/8.
9	RADIO COMMUNICATIONS FILES [1292]. Authority: International Telecommunications Union (ITU) Radio Regulations and the Federal Communications Commission (FCC) Rules and Regulations and DM 377 Handbook. Confidentiality: Non-public record category 3. Vital: Legal and Financial rights records. Location: All.		
	a.	Radio Frequency Authorization Files. Includes radio frequency authorizations and frequency use agreements. Authorizations and use agreements are reviewed every 5 years.	TEMPORARY. Destroy when replaced by a new authorization/agreement. NARA Job NC1-49-85-2, 12/3a.
	b.	Radio Logs. Forms: BLM 9120-1.	TEMPORARY. Cutoff end of each month. Destroy 3 years after cutoff. NARA Job NC1-49-85-2, 12/3b.
10	LIST SERVER, DISCUSSION GROUP AND NEWS GROUP RECORDS [1260]. Data bases whereby employees can share information on topics of interest to the group. Records consist of information made or received in connection with the transaction of public business, regardless of physical form or characteristics. Each BLM-originated discussion data base (including replicated date bases) must have a designated "owner" who has set up the group and/or sponsors the discussions that occur in the group. Confidentiality: Mixed - Public and Non-public.		
	a.	<u>Technical Forums</u> in which participants pose technical questions and receive solutions from others in the group, or members may post helpful hints and suggestions that they have found works well in their office.	TEMPORARY. Retain while active. Discard when no longer needed for reference. NARA Job No. 49-00-1, 10a.
	b.	<u>Informal Forums</u> where program area stakeholders exchange merits, consequences, developments, and ideas.	TEMPORARY. Discard three years after an informal forum is no longer needed or issues have been resolved. NARA Job No. 49-00-1, 10b.

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Item	Record Series Description		Disposition Authority
11-15	Reserved		
16	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
	a.	Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 12/9a.
	b.	Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. GRS 12/9b.

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